United Nations ST/AI/2007/2

Secretariat

23 May 2007

Administrative instruction

Managed reassignment programme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, promulgates the following as an important step towards achieving the Secretary-General's vision of a more versatile, multi-skilled, flexible and effective workforce:

Section 1
General

The mobility policy is designed to stimulate the mobility of staff as an essential element of career development, and to ensure that posts in all duty stations are filled with experienced and skilled staff. Mobility is defined broadly to include movement across functions, occupational groups, departments, duty stations and organizations of the United Nations system.

Section 2
Scope

2.1 The present instruction applies to all staff appointed for one year or longer under the 100 series of the Staff Rules at the levels GS-5 to D-2, inclusively, who have reached the maximum post-occupancy limit when the managed reassignment exercise relating to staff at their level is launched.[1]

2.2 As specified in section 4.2 of administrative instruction ST/AI/2006/3, the maximum period of post occupancy will generally be five years for posts up to and including the P-5 level and six years for posts above that level. Longer or shorter maximum periods may be set by the Assistant Secretary-General for Human Resources Management for specific posts, in consultation with the head of the department or office concerned. Longer periods may be appropriate when the potential for mobility is severely limited due to the nature of the functions or the scarcity of posts.

2.3 The procedures set out in section 3 below shall not apply to the following staff members:

[1] P-2 staff members appointed after 1 January 2000 through the National Competitive Examination or the General Service to Professional category examination are governed by the provisions of administrative instruction ST/AI/2001/7.

07-35756S (E)

(a) Mission staff whose appointment is limited to a particular field mission;

(b) Staff members whose appointment is limited to a particular office or programme, who will be subject to a separate managed mobility programme within the office or programme concerned;

(c) Language staff appointed after passing a competitive examination for posts requiring special language skills, including interpreters, translators/précis-writers, editors, verbatim reporters, proofreaders/copy preparers, revisers, terminologists, text processors, language reference assistants and editorial assistants. These staff members will be subject to a special managed reassignment programme, which will be based on the same principles as the programme governed by the present instruction and will apply to language staff serving at the main duty stations and the regional commissions;

(d) Staff members in the General Service and related categories who perform the functions of Tour Guides, Language Teachers, and staff members in the Security and Trades and Crafts categories. For these staff members, the head of department or office concerned will be required to facilitate mobility within their respective categories;

(e) Staff members within three years of retirement.

2.4 Exemptions for a staff member to participate in a specific exercise may be granted on a case-by-case basis and according to defined criteria, with the approval of the Assistant Secretary-General for Human Resources Management.

Section 3
Managed reassignment

3.1 Staff members who have reached the maximum post-occupancy limit will be subject to a managed reassignment exercise that will be implemented in phases, level by level. The phases are scheduled to start as follows:

(a) May 2007: staff members at the P-3 and GS-7 levels;

(b) November 2007: staff members at the P-4 and GS-6 levels;

(c) May 2008: staff members at the P-5 and GS-5 levels;

(d) November 2008: staff members at the D-1 and D-2 levels.

Additional managed reassignment exercises will be conducted upon the conclusion of the phases set out above, taking into account lessons learned in the course of implementation.

3.2 The Office of Human Resources Management, Department of Management, will be responsible for coordinating the process and implementing the managed reassignment of staff at the Professional level and above and General Service staff in New York. The managed reassignment of General Service staff at offices away from Headquarters will be implemented by the local human resources office.

3.3 A compendium of post announcements, describing the functions of the posts of staff who have reached their post-occupancy limit, will be issued at the beginning of each of the phases set out in section 3.1 above. The compendium will be circulated to staff at the same level who have reached their post-occupancy limit.

3.4 Staff members included in the managed reassignment programme will be required to apply for suitable posts listed in the compendium, other than the post against which they currently serve, within 15 days of the issuance of the compendium. Staff are encouraged to apply for several positions, indicating their order of preference. If they do not apply, the Office of Human Resources Management or the local human resources office, as applicable, will transmit their personal history profile (PHP) or personal history form (P.11) to programme managers for consideration against suitable posts listed in the compendium.

3.5 Staff members with geographic status[2] may apply for any post listed in the compendium at their level. Staff members who do not have geographic status may apply for posts that are not subject to equitable geographical distribution, including posts funded by the peacekeeping support account at Headquarters and posts funded through extrabudgetary means.

3.6 Staff members included in the managed reassignment programme retain the right to apply and be considered for vacant posts under the regular staff selection system governed by administrative instruction ST/AI/2006/3. Should a staff member be selected for a vacancy under that system before the conclusion of the managed reassignment programme, upon acceptance of the offer that staff member should immediately inform the executive or administrative office of his or her current department or office, which will inform the Office of Human Resources Management. In that event, the staff member would no longer be included in the managed reassignment programme but the post vacated would remain available for the placement of other staff participating in the programme.

3.7 Within 21 days after their receipt of staff members' applications or profiles, programme managers will be required to complete the evaluation of candidates and to indicate those who would be best suited for the positions available in their departments or offices.

3.8 The Office of Human Resources Management or the local human resources office, as applicable, will match the staff members participating in the managed reassignment programme with the positions listed in the compendium, taking into account, to the greatest extent possible, the preferences expressed by staff members, the views of programme managers and the needs of the Organization.

3.9 On the basis of the matching exercise, the final decision on the placement of staff participating in the programme will be made by the Assistant Secretary-General for Human Resources Management or, for General Service staff at offices away from Headquarters, by the head of office.

3.10 With regard to international staff at the Professional and higher levels who may be required to be mobile across duty stations, account will be taken of personal and family considerations, to the extent possible.

---

[2] As defined in administrative instruction ST/AI/2006/3, section 1, "geographic status" is the status given to staff in the Professional category and above on initial recruitment for one year or longer against a post subject to "equitable geographical distribution" and to the application of the system of desirable ranges, namely, a regular budget post in the Secretariat at the Professional level or above (except language posts up to P-5).

Section 4
Final provisions

The present administrative instruction shall enter into force on 25 May 2007.

(*Signed*) Alicia **Bárcena**
Under-Secretary-General for Management